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9 October 1951

MEMORANDUM FOR: Assistant Director/Office of Research and Reports  
FROM: Executive Secretary/Career Service Committee  
SUBJECT: Career Service Working Groups  
REFERENCE: Memo from General Davison entitled, "Career Service Committee" 28 September 1951

1. The Career Service Committee has decided to set up six working groups referred to in paragraph 3 of reference. These working groups will be concerned with the following subjects:

- a. Trainee
- b. Employee Rating
- c. Rotation
- d. Career Benefits
- e. Extension Training
- f. Selection Criteria

2. The Committee also decided to invite the Office of Research and Reports to participate in the working groups on Employee Rating and on Extension Training (b and e above).

3. It would be appreciated if ORR would nominate representatives to take part in these working groups and inform the undersigned by COB Friday, 12 October. (Tel. Ext. 3531, Room 217, Central Building)

For the Career Service Committee

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Executive Secretary

Dist:  
1&2 Addressee

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